



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

MARCENTO 1050
HQCO

OCT 19 2006

U.S. Marine Corps Forces, Central Command Order 1050

From: Commander, U.S. Marine Corps Forces, Central Command
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3H
(b) MCO P1000.6G
(c) Joint Federal Travel Regulations (JFTR)
(d) NAVMILPERSMAN

Encl: (1) Safe Driving Information
(2) Trip Information and POV Checklist
(3) Lost Meal Card Statement

1. Situation. To promulgate policy and procedures concerning the granting of leave and liberty within COMUSMARCENT and all personnel administratively attached to the command.

2. Mission. To establish uniformity in the administration of leave and liberty in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Division Officers in Charge shall establish annual leave programs within the constraints of this order to provide the opportunity for all Marines to take leave within the constraints of operational military requirements. Proper management of leave should prevent the loss of earned leave and authorization of excess leave.

(2) Concept of Operations. Leave programs should provide the opportunity to take frequent periods of leave, including at least one leave period each year of about 14 consecutive days in length and longer, when possible.

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b. Division OIC's Missions

(1) The Headquarters Company Commander and the Assistant Chiefs of Staff (AC/S) are authorized to grant leave to personnel of their respective sections, not to exceed the minimum number of persons required for the effective operation of their Division.

(2) Assistant Chiefs of Staff will approve/disapprove request for leave online via Marine Online (MOL). The Marine will route the electronic request through his/her chain of command via MOL. Should a Marine who is pending legal proceedings request leave, their leave approval will be verified with the legal section/HQCO. This is to ensure that the leave period will not interfere with pending legal proceedings. In the event that leave is denied, the leave authorization form will be forwarded to the Company Commander for disposition.

c. Coordinating Instructions

(1) All leave authorizations will be prepared by the Marine requesting leave. Sections will utilize the electronic request available through MOL to prepare leave authorizations. This form will serve as the Marines request for leave and the Marines ultimate authorization to commence leave. Only on a case by case basis will the NAVMC 3 form be used. The use of this form will be authorized by the Headquarters Company First Sergeant.

(2) Once completed by the Marine, the leave request will be forwarded through his/her chain of command via MOL to their Division Assistant Chief of Staff for approval/disapproval. In the event the Division Assistant Chief of Staff is not available to grant leave, then the leave request will be routed through the Marine's chain of command to the Division Deputy Assistant Chiefs of Staff. The Deputy will recommend/not recommend the leave request and forward the request to the Headquarters Company Commander via the Company First Sergeant for approval/disapproval on the leave request.

(3) Leave request should be submitted no later than five working days via the chain of command. This is to ensure it is routed properly and the section's requirements will still be met while Marines are on leave.

(4) The day of departure from the duty station for annual leave is 1201 per MCO P1050.3H and is considered a day of duty

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and not chargeable as leave. Leave expires at 1200 on the day of return and does not count as an additional day of leave unless the Marine returns after 1200. The local area is considered to be the place where the Marine lives and from which he/she commutes to the duty station.

(5) If leave has been approved and the Marine decides to cancel the leave request, it is the responsibility of the individual Marine to notify the chain of command and delete the approved request in the event the leave is subsequently cancelled.

4. Administration and Logistics

a. Responsibilities for a leave request fall on the individual Marine, section SNCOIC, and Division Assistant Chief of Staff. If a Marine executes leave without being approved and indicates that he/she was approved, then that Marine must check with his/her SNCOIC/OIC for the approval. If the Division Assistant Chief of Staff is not available, the leave request will be forwarded to the Headquarters Company Commander via the First Sergeant for approval. The request must be made by the SNCOIC or Division Deputy Assistant Chief of Staff.

b. Staff Sergeants and above are authorized to check out/in on leave via MOL. Sergeants and below will be checked out/in by their section SNCOIC.

c. Marines will be approved and checked out before commencing leave. If the leave period begins or ends on a normal workday it will be completed by 1201 that day. If leave begins or ends on a weekend, the Marine will call their section SNCOIC or appropriate section representative who has check out/in authority, to check the Marine out/in on leave.

d. Permission to check-in/out of leave, by telephone, is authorized as a personal convenience for the Marine. It will not be used as a means of extending the period of authorized absence. Any such unauthorized absence over a leave period is punishable under the Uniformed Code of Military Justice (UCMJ).

e. Leave Extension. The Division Assistant Chief of Staff may grant extensions to periods of leave for exigent or emergency circumstances. The Marine's leave request must reflect the extension via MOL and can be amended by the Division Assistant Chief of Staff. If the Division Assistant Chief of Staff is not available to grant the extension, then the Division

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Deputy Assistant Chief of Staff for that Division can forward the request for extension to the Headquarters Company Commander via the First Sergeant for granting the extension via MOL.

f. Regulations prohibit utilizing special liberty to extend leave periods. Injury or death occurring during an improper extension of leave could be incurred, not in the line of duty, with the loss of certain benefits or entitlements to the Marine and/or the immediate family from the Marine Corps and other government agencies.

g. Leave for officers serving on general courts-martial will be approved by the Chief of Staff, after they have obtained prior clearance from the MARCENT Staff Judge Advocate (SJA). Requests for leave by officers serving on boards and councils assigned by the Commanding General will be approved by the senior member of such board/council prior to submission of the request to the officer who will normally grant leave.

h. Leave for officers and SNCO's who are scheduled for Command Duty Officer (CDO), will only be approved after a replacement has been identified. The responsibility for identifying a suitable replacement and notifying the G-1 Adjutant of the change to the duty roster rests solely with the Marine requesting leave.

i. Emergency Leave

(1) Emergency leave will be granted per paragraph 2012 of reference (a) and the policy set forth herein:

(a) Personnel requesting emergency leave will submit their request via the Company First Sergeant to the Headquarters Company Commander.

(b) Verification by the Headquarters Company Commander/First Sergeant will be done per paragraph 2012.6 of reference (a).

(c) If a Marine has insufficient moneys available to defray the cost of leave, the Headquarters Company Commander/First Sergeant will contact the Navy and Marine Corps Relief Society (NMCRS), or the American Red Cross (ARC) on behalf of the Marine.

(d) Emergency leave travel for Marines and eligible dependents, at government expense, is authorized per the Joint

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Federal Travel Regulations (JFTR) part H, para. U7205, transportation in personal emergencies. Such authorized transportation costs are chargeable to operations and maintenance appropriation funds. All emergency leave days shall be charged against the Marines leave account.

(e) In all cases where requests for emergency leave are denied, the Headquarters Company Commander or First Sergeant will personally inform the Marine of the reason the request is not approved.

(f) The G-1 Adjutant must be notified, as soon as practical, when Marines request emergency leave over a period of assigned duty, to include; Command Duty Officer (CDO) and Command Duty Non-Commissioned Officer (CDNCO). If notification is not made before the Marine departs on emergency leave, the responsibility to provide a suitable replacement for duty will rest with the Marines work section.

j. Convalescent Leave

(1) Convalescent leave may be authorized by the Headquarters Company Commander (upon recommendations by the attending physician) or the Commanding Officer of a Military Treatment Facility (MTF) per reference (c). An individual does not have to be admitted to a MTF in order to be recommended for or granted convalescent leave.

(2) A military or civilian physician on staff and privileged to practice in the military MTF may recommend convalescent leave for an active duty outpatient.

(3) An active duty inpatient or outpatient may be granted convalescent leave by the MTF Commanding Officer, but this should not ordinarily be done if the member is from a local command, as is the case with most outpatients. If the member is not in the geographical area of his/her duty station, it is appropriate for the MTF Commanding Officer to grant the convalescent leave either as a delay in reporting back to the parent command, or with orders to return to the MTF for reevaluation after the convalescent leave period. The member's command must be notified of this.

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(4) The following guidelines should be followed:

(a) Convalescent leave may be granted subsequent to a period of hospitalization.

(b) The individual is not awaiting disciplinary action or separation from service for medical or administrative reasons.

(c) Upon a recommendation for convalescent leave, the individual must submit a leave authorization via MOL through his/her chain-of-command.

(d) Upon return from convalescent leave, forward a copy of original orders, bearing all endorsements, and a copy of the leave authorization to the CPAC Personnel Officer.

k. Liberty

(1) Definitions

(a) Regular liberty. Regular liberty should normally be granted from the end of the normal working day to the commencement of working hours on the next working day. For Marines on shift work, equivalent schedules should be arranged. Regular liberty periods shall not exceed 3 days in length, except in the case of public holiday weekends and public holiday periods specifically extended by the President of the United States.

(b) Three-day Special Liberty. Three-day (72-hour) special liberty is a liberty period designed to give a service member three full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal hours on the fourth day (e.g., from Monday evening until Friday morning or from Friday evening until Tuesday morning). When a three-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday (when scheduled work hours are not included), the time off is regular liberty. A three-day special liberty period may not be combined with normal liberty or holiday periods when the combined period of continuous absence would exceed three days (e.g., paragraph 3002.4 of reference (a) applies.) Only the COMUSMARCENT Chief of Staff and/or Headquarters Company Commander may grant three-day special liberty.

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(c) Four-day Special liberty. Four-day (96-hour) special liberty is a liberty period designed to give a service member four full days absence from work or duty, usually expiring with the start of normal working hours on the fifth day, and including at least two consecutive non-work days (e.g., from Wednesday evening until Monday morning). The Commandant of the Marine Corps has authorized the Commanding General of Marine Corps Base units to grant liberty for periods up to 4 days, providing such liberty periods include a regular weekend. The authority is further delegated to Commanding Officers of Marine Corps units, exercising special courts-martial authority, per paragraph 1003 of reference (a), for circumstances as follows:

1. Only COMUSMARCENT, the Deputy Commanding General and/or the Chief of Staff may grant four-day special liberty.

2. Compensation for significant periods of unusually extensive working hours.

3. Special recognition for exceptional performance, such as Marine/NCO of the Quarter, etc.

4. Compensation to Marine for long or arduous deployment from home stations, afloat or in the field.

(2) Limitations

(a) Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed three days.

(b) Overnight Liberty. Any location within a 60 mile radius of MacDill Air Force Base by usually traveled roads.

(c) Regular Liberty. Any location within a 250 mile radius, to include the limits of the following cities in Florida; Jacksonville, Boca Raton, Ft. Lauderdale, Miami, West Palm Beach, Tallahassee, and Georgia; Valdosta, and Thomasville

(d) Three-day Special Liberty. Any location within a 450 mile radius, to include the limits of the following cities in Florida; Pensacola, Key West, and in Georgia; Columbus, Atlanta, Augusta, and in Alabama; Montgomery, Greenville, Troy, and South Carolina; Charleston, Orangeburg, and Aiken.

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(e) Four-day Special Liberty. Any location within a 600 mile radius, to include the limits of the following cities in North Carolina; Wrightsville Beach, Charlotte, Ashville, Murphy, and in Tennessee; Athens, Chattanooga, and in Alabama; Huntsville, Cullman, Fayette, and in Mississippi; Columbus, Philadelphia, Collins, and in Louisiana; Bogalusa, and New Orleans.

1. Four-day special liberty shall include a weekend and will normally commence when directed on Thursday or Friday and will expire on the following Monday or Tuesday.

2. No individual will normally be authorized more than one ninety-six hour liberty period during any one calendar month.

3. The granting of four-day special liberty shall not result in any curtailment of normal or necessary operations, duties, training or functions of the command. If necessary, the Commanding Officer may modify the established special liberty schedule so that shift workers may enjoy a subsequent and equal period of special liberty.

(3) The foregoing mileage restrictions apply to ground travel only. At the discretion of the Officer authorized to grant liberty, the limits for air travel are extended to any metropolitan area within the continental United States served by a regularly scheduled airline to which reservations to and from the liberty address have been acquired in advance of commencement of liberty.

(4) The Chief of Staff for 96 hour liberty period and the Headquarters Company Commander for 72 hour liberty period may reduce the above limitations of travel on the basis of suitability of transportation to be utilized with the distance to be traveled. The conditions of weather prevailing at the time of travel can be a factor in the reduction, in order to ensure safety and timely return of personnel.

1. Permissive TAD

(1) Authorization

(a) Commanding generals and separate/detached organizational commanding officers are authorized to grant periods of PTAD not to exceed 30 days. This may be further delegated. Other commanders who desire to grant administrative

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absence, general officers in command who desire to grant periods in excess of 30 days, and any commander who desires authority to grant administrative absence for a purpose not defined below, shall request such authorization from CMC (MP). Requests shall contain at least the following information:

1. number and grade of military and or civilian personnel involved;

2. purpose, duration, and location; and

3. justification.

(b) Leave can be granted in conjunction with PTAD.

(c) PTAD can be granted before or after funded TAD periods as separate orders.

(2) Administrative absence may be authorized for the following purposes:

(a) Attendance at meetings sponsored by recognized non-Federal technical, scientific, professional medical, professional dental, professional legal, and professional ecclesiastical societies and organizations, when the meetings bear a direct relationship to the member's professional background or primary military duties and clearly enhance the Marine's value to the Marine Corps.

(b) Attendance of a member of the board of directors of a DoD credit union, at meetings of associations, leagues, or councils formed by DoD credit unions, the purpose of which is directly related to the DoD credit union program.

(c) Participation in competitive sports events and essential support of participants in competitive sports events.

(d) Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

(e) Travel to new permanent station area for the purpose of house hunting for up to 10 days. Marines issued PCS orders to any location where Government quarters will not be available, Marines authorized to occupy non-Government quarters

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at their new permanent stations, or Marines scheduled for restrictive tours who wish to move their dependents to a designated place are eligible to request PTAD. PTAD for house hunting may be used in conjunction with leave and liberty, but not with travel and proceed time. If the Marine does not perform PTAD prior to detaching from the old duty station, PTAD may be authorized by the commanding officer at the new duty station after the Marine reports for duty. Only one PTAD trip will be allowed per PCS transfer, and is limited to a maximum of 10 consecutive calendar days. House hunting PTAD must be used within 90 days of the Marine checking in to this command. Marines separating or retiring are not eligible for PTAD for house hunting under this paragraph, but may be eligible for transition PTAD covered in paragraph (5).

(f) Participation in other official or semi-official programs of the Marine Corps, for which funded TDY is not appropriate, which will enhance the member's value to the Marine Corps or the member's understanding of the Marine Corps and the member's relationship to it.

(3) PTAD for Birth. Commanders may authorize up to 10 days PTAD for a married male Marine when his spouse gives birth dependent on the unit's mission, specific operational circumstances, and the Marine's billet. This authorization may be extended to unmarried male Marines in circumstances such as, but not limited to, when the unmarried male Marine has sole-custody of the baby. This PTAD must be completed within 25 days after the child's birth. If appropriate medical facilities are not available for delivery, then PTAD up to 10 days may be authorized for the male Marine to accompany his spouse prior to and immediately following delivery.

(4) PTAD for Adoption. Commanders may authorize up to 10 days PTAD for any Marine adopting a child, or one or both parents of a dual military couple, dependent on the unit's mission, specific operational circumstances, and the billets involved. The PTAD period should commence when the child is ready for placement to assist the parent(s) in relocating the adoptive child, formalizing legal requirements, establishing a child care program, and other tasks as required.

(5) Transition PTAD. Transition PTAD is authorized for Marines being involuntarily separated from active duty if discharged under honorable or general (under honorable conditions) as discussed below and in MCO P1000.6G.

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a. Officers or enlisted Marines selected for involuntary separation by selective early release or retirement boards (SERBs).

b. Officers and enlisted Marines with a mandatory retirement date.

c. Officers non-selected for promotion and selected for release from active duty.

d. Enlisted Marines denied further continued service as a result of Enlisted Career Force Controls (ECFC).

e. Officers and enlisted Marines with an approved retirement date are eligible for transition PTAD.

f. Officers and enlisted Marines with an approved separation under the VSI or SSB programs.

1. CONUS-based Marines being released from active duty for the reasons described in paragraph 5005.1 of ref (a) above are authorized up to 20 days transition PTAD. The only exception to this is CONUS-based Marines being released from active duty who were domiciliary before entering active duty and continue to be domiciliary of states, possessions, or territories of the United States located OCONUS, including domiciliary of foreign countries, are authorized up to 30 consecutive days transition PTAD only for house and job hunting in the state, territory, possession, or country of their domicile.

2. OCONUS-based Marines being released from active duty for the reasons described in paragraph 5005.1 of ref (a) are authorized up to 30 consecutive days transition PTAD.

3. The transition PTAD approving authority may be delegated to Headquarters Company Commander or other PTAD approving authorities. All or part of authorized PTAD may be denied if approval would interfere with military mission accomplishment. Transition PTAD may be taken in conjunction with terminal leave. CONUS PTAD may be taken in increments subject to the approving authority's discretion. For those Marines electing to take PTAD in increments, it is required that the Marine return to the immediate vicinity of the duty station for a minimum of 24 hours prior to commencing the next increment. Unlike leave, Marines may take PTAD successive Mondays through Fridays as long as they are in the local area for 24 hours between trips. If taken in

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conjunction with terminal leave, transition PTAD runs consecutively.

4. PTAD approved under this program is for house hunting, job hunting, or other activities to facilitate relocation.

(6) EXCESS LEAVE

a. Marines may request up to 30 days of transition excess leave. Marines must select transition excess leave or transition PTAD, but may not be authorized both refer to paragraph 5 Transition PTAD subparagraphs 1-4.

b. Foreign travel clearance requirements of ref (a) paragraph 2024 apply to Marines desiring transition PTAD or transition excess leave outside the United States or OCONUS area of current assignment.

5. Special Instructions

a. Leave and Liberty

(1) Leave will be charged for all calendar days, duty days as well as non-duty. Leave may be granted to personnel from 1201 to 1200 the following morning (e.g. If Friday is the day of leave then a Marine will execute leave at 1201 the prior day (Thursday) and return before 1200 the following day (Saturday) and will charged one day of leave). Limitations may be imposed by the Headquarters Company Commander and Division Directorates to maintain organizational routine and schedule or to fulfill other commitments which may be assigned.

(2) Combining leave and special liberty may only be a when the Marine will physically be within the normal commuting limits (as established by the Commanding Officer) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period, provided they are within specified liberty limits.

(3) Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed 3 days (i.e. Division Directorates can not grant Special liberty on Friday or Monday because this will constituent a 72 hour Special liberty. That authority lies with the Headquarters Company Commander).

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(4) The Headquarters Company Commander will ensure that "Safe Driving" programs are conducted periodically. The POV checklist is part of the "Safe Driving" program. All Sergeants and below are required to fill out enclosure (2) the Trip Information sheet and POV checklist. Both forms must have a SNCO or Officer sign it before departing the local area for liberty. Maximum attendance at the safe driving lecture is required, especially just prior to extended liberty periods (e.g. Labor Day weekend) other weekends immediately preceded or followed by a holiday.

(5) Out of bounds requests will be submitted via MOL under special liberty the same way as a leave request. Marines will have to submit an out of bounds request when traveling beyond liberty limits of the type of liberty approved (i.e., if traveling beyond the specified 60 mile radius on overnight liberty, beyond 250 miles on regular liberty, beyond the 450 mile radius on designated 72, or beyond the 600 mile radius 96 hour liberty periods).

(6) Identification cards (DoDCIO/OUUSD(P&R)) will be kept in the possession of the individual to whom it is issued to at all times.

(7) The possession of any paper, card or other supporting document to authorize liberty, special liberty, or leave by any person attached to this command, is prohibited unless issued to the possessor by proper command authority.

(8) The possession of identification cards, special liberty or leave papers belonging to or issued to another person, is prohibited.

(9) Mechanical failures of privately owned vehicles will not normally be considered as an excuse for tardiness in returning from liberty.

(10) Military police, shore patrol, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, involving apprehension if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of peace, disorderly conduct, or any other offenses which reflects discredit upon the Armed Forces. Personnel on leave and liberty are subject to this authority and must understand that this authority has its foundation in law, and that they are required to conduct themselves accordingly. Those exercising

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such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to where corrective measures will suffice.

b. Instructions Concerning Emergency Medical or Dental Treatment

(1) An emergency is defined as a situation where the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility, including those available through veteran's administration facilities, or obtaining the required authority in advance. Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances, including crowns, inlays or the use of gold or other precious metal for fillings.

(2) If emergency medical or dental care is required and there are no Naval facilities available, initial application shall always be made to another Federal medical/dental facility if available (Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veteran's Administration).

(3) If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

(4) If Marines on leave or liberty are hospitalized, they should immediately notify the Headquarters Company First Sergeant and Command Duty Officer (CDO), or the nearest Marine Corps activity or representative, and request instructions and assistance. If permitted to revert to a leave or liberty status upon release from the hospital, they should immediately notify the Headquarters Company First Sergeant and CDO by telephone, on the date of release. If on leave, the leave authorization should be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the information listed above shall be obtained by Marines concerned for delivery to their Commanding Officer.

(5) Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from

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civilian sources, the Marine is responsible for obtaining bills from the care in quadruplicate, itemized to show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to his/her commanding officer in order for the bill to be processed, per the provisions of the current edition of BUMEDINST 6320.32.

c. Information Applicable to Leave. Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization. Marines should be responsible and have sufficient funds to defray all expenses including transportation. While Marines may obtain space required return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump-sum checkage from their pay account and they may be subject to disciplinary action if the transportation authorized does not ensure their arrival at their command prior to expiration of the leave.

d. Recall of Personnel from Leave and Liberty due to military necessity

(1) A general recall of personnel from leave and liberty pertains to all military personnel assigned to COMUSMARCENT. Procedures for general recall are set forth below.

(2) Routine recall of personnel on an individual basis, due to administrative reasons, is the responsibility of the Company Commander.

(3) Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in reference (a) and applicable Navy Regulations.

(4) Upon determination that a general recall is required, the following actions are directed:

(a) Directive for recall will be issued by message or frost call.

(b) Personnel on leave beyond a radius of 200 miles from MacDill Air Force Base will be recalled by either message or telephone.


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(c) While a recall is in effect all personnel will be instructed not to use the telephone nor allow their dependents to use the telephone to call MARCENT to inquire about the recall.

(d) Strict communication security will be maintained at all times.

e. All officers and SNCOIC's will ensure that all Marines placed in their charge are familiar with these procedures.



GARY S. SUPNICK
Chief of Staff

DISTRIBUTION: A

SAFE DRIVING INFORMATION

This sample message contains the type of information unit leaders should provide to their Marines and Sailors on the importance of safety and safe driving.

DRINKING AND DRIVING

Each year approximately 43,000 people die in motor vehicle accidents. Alcohol is a factor in at least 41% of those crashes, resulting in 17,419 deaths. Of fatal crashes occurring between midnight and 3 a.m., 79 percent involve alcohol. Some of these people were our fellow Marines and Sailors. In addition, drinking and driving may cause disabling injuries, legal problems, financial difficulties and embarrassment. If you've been drinking, you're unable to judge how well you can drive. Alcohol has some very predictable effects. It destroys your ability to judge your own driving skills. It also dulls your perception, instills overconfidence, and encourages reckless behavior. Reaction time and ability to anticipate danger decreases with alcohol use. It's not worth the risk. Driving while intoxicated is dangerous, illegal and irresponsible. When in doubt, DON'T DRIVE. It's not worth the risk.

Enclosure (1)

TRIP INFORMATION SHEET

1. Trip Information

A. Point Of Origin To Destination:

Destination _____ Travel Distance One Way _____

Point of Origin Departure Date & Time _____

Expected Destination Arrival Time _____

Mode of Travel _____

Travel Route Planned in Advance? Yes _____ No _____

If Driving PMV: # of licensed drivers _____

Planned Rest Stops/Breaks _____

Anticipated

Weather

Conditions

B. Return From Destination To Point Of Origin:

Destination Departure Date & Time _____

Expected Arrival Time at Point of Origin _____

Mode of Travel _____

Travel Route Planned in Advance? Yes _____ No _____

If driving PMV: # of licensed drivers _____

Planned Rest Stops/Breaks _____

Anticipated Weather Conditions

2. POV Inspection Checklist

A. VEHICLE CONDITION: Complete the checklist on the next page.

B. INSURANCE: Is service member's car insurance coverage up to date/current?

Yes _____ No _____

Enclosure (2)

19. HORN:		
20. DEFROSTER:		
21. EMERGENCY EQUIPMENT: (OPTIONAL) First aid kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.		
22. LICENSE PLATES MATCH WINDSHIELD DECAL: (Europe only)		



UNITED STATES MARINE CORPS

HEADQUARTERS COMPANY
U.S. MARINE CORPS FORCES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

1752/1
PERS

From: _____
Grade Lname Fname Init SSN
To: Commanding Officer, Headquarters Company, U.S. Marine Corps Forces, Central Command
Subj: LOST MEAL CARD STATEMENT
Ref: (a) MCO 5512.10

1. Per the reference, my meal card was Lost / Stolen / Destroyed. My meal card number was _____. Circumstances regarding my meal card are:

Signature of Marine

From: Commanding Officer, Headquarters Company, U.S. Marine Corps Forces, Central Command
To: Central Processing Administrative Center, SNOIC

1. Forwarded requesting the following action:
 1. _____ Request reissue of meal card
 2. _____ Request reissue and 6105 entry in SNM's service record book.

Signature (Company Co / Xo / 1stSgt / CDO)

From: Commanding Officer, Headquarters Company, U.S. Marine Corps Forces, Central Command
To: Manager, Mess Hall

1. The aforementioned meal card has been lost and is dropped from this commands account.

Commanding Officer

From: Manager, Mess Hall
To: Commanding Officer, Headquarters and Support Battalion, Marine Corps
Base, Camp Lejeune

1. Action completed.

Mess Hall Manager Signature

Enclosure (3)